

UNCLASSIFIED

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800300005-4

INTERNAL  
USE ONLY

SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DDP/SG  
3C-19

EXTENSION

NO.

DATE

25X1

17 July 1963

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. SSA/DDS -  
TD-24

7/18

NMF  
JL  
JL  
JL

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Attached is a memo for DDP Records Management Officers alerting them to this year's Headquarters Records Inventory requirement. You may be interested in reviewing it; if you have any questions, please call the undersigned.

DDP/SG

25X1

2: Any comments or  
questions for [redacted]

Discussed with [redacted]

7/20/63

No problems - same  
format, data + etc as  
last year's report.

25X1

Advised [redacted]  
Accordingly - [redacted]

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